

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION MINUTES
WEDNESDAY, March 11, 2015**

Members of the Highland Redevelopment Commission ("RC", "Commission") met on Wednesday, March 11, 2015 at 6:32 PM in the Upstairs Conference Room within the Municipal Building at 3333 Ridge Road, Highland, Indiana. President Dominic Noce called the meeting to order. Minutes were prepared by Cecile Petro, Redevelopment Director.

ROLL CALL: Commissioners present included Dominic Noce, Greg Kuzmar, Jim Kessler, Kathy DeGuilio-Fox, and Rachel Delaney. Also in attendance were Attorney Carol Green-Fraley, Councilman Dan Vassar, and Redevelopment Director Cecile Petro.

General Substance of the Discussion

Agenda Review

Commissioners reviewed various items on the Public Meeting and the Study Session agenda including minutes and claims.

8630 Kennedy Avenue

The Director reviewed her latest conversation with one of the owners of 8630 Kennedy Avenue. Commissioners directed her to continue with negotiations and also to contact the commercial realtor representing the property so that others who may have an interest in the building are aware of the limitations.

2711 and 2717 Condit

Commissioners asked the Director if she has received a response from the owner after he was informed of the results of two appraisals. The Director stated that he will contact her after he has had a chance to review the appraisals.

8620 Kennedy Avenue

Commissioners directed the Director to approach the owner once again to negotiate a possible purchase.

8610 and 8612 Kennedy

Director Petro appraised the Commission of her latest conversation with the owner of 8610 and 8612 Kennedy Avenue. He had requested an addendum to the contract that would allow the current tenant to remain in the building until the end of June 2015 rent free, pay rent on a month to month basis, and provide the tenant with a thirty day Notice to Vacate when the Commission needed to move forward with renovation plans. Attorney Green-Fraley stated that she would prepare a separate agreement with the current tenant at closing that would terminate the current lease with the tenant, provide a month to month lease going forward, designate a thirty days Notice to Vacate when desired by the Commission, and the owner of the property would place \$15,000.00 in an escrow account to assure the Commission that the tenant will leave in a timely manner as described above. The Director provided the owner with the above information and he is currently contemplating this offer. Attorney Green-Fraley also stated that another option for the Commission is to begin condemnation proceedings on the property. This could take about ninety days to complete. This information was also communicated to Mr. Phipps, the owner.

Liability Waiver for Operation SOS

Councilman Vassar will talk with the Director of Operation SOS to be sure that the Commission receives a signed Liability Waiver prepared by Attorney Green-Fraley in order to protect the Town against any liability action.

Redevelopment Commission Starting Time

Commissioner DeGuilio-Fox requested that the Commission consider starting their Study Sessions at 6:00 PM instead of 6:30 PM. Discussion ensued.

The Study Session was adjourned for the Public Meeting at 7:12 PM.

**HIGHLAND REDEVELOPMENT COMMISSION
PUBLIC MEETING
March 11, 2015**

The Highland Redevelopment Commission ("Commission", "RC") met in a Public Meeting on March 11, 2015 at 7:38 PM in the Upper Conference Room within the Municipal Building at 3333 Ridge Road, Highland, Indiana. President Dominic Noce called the meeting to order.

ROLL CALL:

Present on roll call included Redevelopment Commissioners: Dominic Noce, Greg Kuzmar, Jim Kessler, Kathy DeGuilio-Fox, and Rachel Delaney. Also in attendance were Attorney Carol Green-Fraley, School Town of Highland Commissioner Pat Krull, and Economic Development Commissioner George VandeWerken. Taking minutes for the meeting was Director Petro.

MINUTES OF PREVIOUS SESSIONS:

Commissioner Delaney made a motion to approve the minutes of Public Meeting and Study Session of February 11, 2015 and the Study Session of February 25, 2015. Commissioner Kuzmar seconded the motion. **Motion carried by unanimous voice vote.**

PUBLIC COMMENTS: None

SPECIAL ORDERS: None

COMMUNICATIONS: None

UNFINISHED BUSINESS AND GENERAL ORDERS:

President Noce **tabled the Liability Waiver for Operation SOS** at this time. Councilman Vassar with discuss the importance of the liability waiver for the Town.

Commissioner Kuzmar made a motion to accept the **2015 Goals** as prepared. Commissioner Kessler seconded the motion. **Motion passed by unanimous voice vote.**

NEW BUSINESS:

Commissioner Kuzmar made a motion to accept the 2014 Annual Report of Activities of the redevelopment Commission and the Report by the Redevelopment Commission on the Activities of Each Tax Increment Financing District for the Previous Year. Commissioner Delaney seconded the motion. During discussion, Commissioner Kuzmar noted that his name is not Gregory, but Greg. This change will be reflected in the final document. **Motion carried by unanimous voice vote.**

Commissioner Kessler made a motion to approve Resolution 2015-07, A Resolution of the Highland Redevelopment Commission Authorizing a Contract with Thunder Road Productions for Car Cruise Consulting and Organizational Services. Commissioner Kuzmar seconded the motion. **Motion carried by unanimous voice vote.**

Commissioner Kuzmar made a motion to approve the following resolutions:

- 1) Resolution 2015-08, A Resolution of the Highland Redevelopment Commission Concerning the 2016 Budget Year Determination for Tax Increment for the Highland Acres Allocation area;
- 2) Resolution 2015-09, A Resolution of the Highland Redevelopment Commission Concerning the 2016 Budget Year Determination for Tax Increment for the Highland Commercial Corridors Allocation Area;

- 3) Resolution 2015-10, A Resolution of the Highland Redevelopment Commission Concerning the 2016 Budget Year Determination for Tax Increment for the Highland Redevelopment Area (Downtown) Allocation Area.

Commissioner DeGuilio-Fox seconded the motion. **Motion passed by unanimous vote.**

Commissioner Kuzmar made a motion to approve Resolution 2015-11, A Resolution of the Highland Redevelopment Commission Authorizing a Contract with Angotti Landscaping to Remove the Seats in the Town Theatre Located at 8616 Kennedy Avenue, not to exceed \$1500.00; and expenses to move theatre artifacts from the theatre to a safe storage area, not to exceed \$500.00. Commissioner Delaney seconded the motion. **Motion carried by unanimous vote.**

Commissioner Kuzmar made a motion to add an item to the agenda. The new agenda item would consider a change in starting time for all Redevelopment Commission study sessions. Commissioner Kessler seconded the motion. **Motion passed by unanimous voice vote.**

Commissioner DeGuilio-Fox made a motion to change the current starting time for all study sessions from 6:30 PM to 6:00 PM while maintaining the existing starting time for public meetings at 7:00 PM. Commissioner Kuzmar seconded the motion. **Motion carried by unanimous voice vote.**

ACTION TO PAY ACCOUNTS PAYABLE VOUCHERS:

Commissioner Kuzmar made a motion to pay claims as prepared. Commissioner Delaney seconded the motion. **Motion passed by unanimous voice vote.**

BUSINESS FROM THE COMMISSIONERS: None

NEXT MEETING:

The next public meeting will be held on April 8, 2015, at 7:00 PM. A Study Session will precede the Public Meeting at 6:00 PM and may follow the meeting. The next full Study Session will be held on March 25, 2015 at 6:00 PM. The next Highland Main Street meeting will be held on Thursday, April 2, 2015 at 7:30 PM.

ADJOURNMENT:

Commissioner Kuzmar made a motion to adjourn the meeting. Commissioner Delanie seconded the motion. **Motion carried by unanimous voice vote to adjourn the meeting at 7:26 PM.**

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION RECONVENED
March 11, 2015**

The Highland Redevelopment Commission ("Commission", "RC") reconvened its Study Session at 7:34 PM in the Upper Conference Room of the Municipal Building at 3333 Ridge Road, Highland, Indiana on March 11, 2015.

ROLL CALL: Present on silent roll call included Commissioners: Dominic Noce, Greg Kuzmar, Jim Kessler, Kathy DeGuilio-Fox, and Rachel Delaney. Also in attendance were Economic Development Commissioner George VandeWerken, Attorney Carol Green-Fraley, and School Town of Highland Commissioner Pat Krull. Minutes were taken by Director Petro.

General Substance of the Study Session

Tax Abatement Compliance

The Director provided information regarding annual compliance requirements for Tax Abatements that were currently being reviewed by the Council. Culver's and Volkswagen's Compliance was approved by the Town Council at their meeting on March 9, 2015. The rest will follow on April 13, 2015.

Commissioner Kuzmar requested that the Director inform the owners of Circle GMC that landscaping requirements around the sign must be completed as part of their abatement.

Town Theatre

The Director provided an update on the Town Theatre, both structurally and operationally. The next step, after the seats are removed, will be to remove the ceiling. The Commissioner directed Ms. Petro to contact two contractors regarding this next step. Commissioner Kuzmar will provide the Commission with a list of potential structural engineers to contact for a quote to inspect the area above the ceiling. Commissioner Kessler will coordinate the effort to remove the seats and remove theatre artifacts for safe keeping. The Town Theatre Board will meet next Wednesday, March 18, 2015 in the Town Hall at 6:30 PM. The Director reviewed the draft agenda for the meeting. No further comments were received.

Highland Main Street

Commissioner Kessler, Liaison to Highland Main Street, reported on Main Street's meeting of March 5, 2015. He provided information on the Second Annual Car Cruise scheduled for Saturday, May 30th, Musicians at the Farmers' Market, Highland Rookery, a possible Pop-Up Gallery, the Festival of the Trail planned for October, organizing volunteers for the Town Theatre, and the very successful Town Theatre fundraiser on February 20, 2015. Commissioners asked questions regarding the various events and programs.

Art and Cultural District

The Director reported that INDOT (Indiana Department of Transportation), NIRPC (Northwest Indiana Regional Planning Commission), SEH, Highland Main Street, and Redevelopment met to begin planning the Art and Cultural District. An Information Gathering Session/Open House will take place in the Town Hall on March 19, 2015 from 5:00 PM to 7:00 PM to obtain ideas, suggestions, and comments from the public.

Highland Rookery

The Director presented one quote to provide parking at the site. Commissioner DeGuilio-Fox will contact NIPSCO regarding any environmental concerns. The Director will contact the Highland Community Foundation to ascertain the timeline for the grant written by the Foundation for Highland Main Street to provide binoculars, signage, brochures, and a bench.

Update on properties in Highland

The Director provided information on the status of various properties within the town.

Adjournment

The Study Session was adjourned at 8:20 PM.